

# Indiana Department of Education



## Center for Assessment, Research, and Information Technology

### Division of School Finance

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To: Superintendents and Charter School Sponsors

From: Debra Hinline, Director  
Division of School Finance

Date: October 3, 2005

Subject: Data Submissions and Conflict Resolution

The submission deadline for the DOE-ME (ADM), Prime Time, Form 30A (Vocational Education), DOE-FD (Full Day Kindergarten), and DOE-SR (Student Residency) has passed. As of 8 p.m., Friday, September 30, 2005, the STN Application Center was closed for the data transfer options for these submissions. You will need to contact the Division of School Finance to make arrangements to complete your corporation's submission if you need to submit records for eligible students not previously submitted. At this time, we have opened the 30A (Vocational Education) link from the K-12 site on the Department of Education's homepage. The site will remain open through Wednesday, October 5, of this week.

This week, the week of October 3, is set aside to resolve conflicts from the DOE-ME submission. Please review your conflicts on the STN Application Center and work with those school corporation officials with whom you have conflicts to resolve the issues. Superintendents and your treasurer/business managers are the persons responsible for signing and attesting to the accuracy of the data submitted. You need to take an active role in resolving conflicts, as your technology director does not know the specifics on students (transfers vs. placements, etc.). If you have no conflicts or errors on the DOE-ME and have completed the submission process for your corporation, please print, sign, and mail a copy of the final report to our office. Please be sure to print a file copy of the final report and any supporting documentation for use in your State Board of Account audit verification.

Information regarding counting students appears below. It may be useful in helping you resolve conflicts with other corporations.

***Resident Enrollment*** – Students with **legal settlement in your corporation** who are enrolled and attending school in your corporation. This type also includes: (1) special and vocational education students enrolled in your corporation who are attending a cooperative; and (2) foreign exchange students who are residing in, enrolled, and attending school in your corporation. The cooperative does not have to be located in your district. **(Students who enroll in your corporation as a result of the Hurricane Katrina and Rita disasters are considered homeless and should be counted as Resident Enrollees.)**

***Resident Enrollment for a charter school*** – Include students who are enrolled and attending school in your charter school.

***Transfers out*** – Students with **legal settlement in your corporation** who are enrolled and attending a public school corporation in Indiana or another state for the following educational reasons: (1) an agreement between your corporation and the educating corporation, (2) a "better accommodation" student transfer agreement under IC 20-8.1-6.1-2 between your corporation and the students parents, or (3) a "better accommodation" order by the State Board of Education. This type also includes students with **legal settlement in your corporation** who

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Office Location -151 West Ohio Street

are served by a public or private school under a contract for residential or alternative services through the State Superintendent of Public Instruction. Additionally, this type includes students **with legal settlement in your corporation** who are enrolled and attending school in another Indiana school corporation as a result of a **placement by a parent**, for the students' physical or emotional health and well being, in a state licensed private or public health care or child care facility that is located in the other school corporation. **If the placement is in a health care facility and is recommended by a physician, the placement must be projected to be for no less than fourteen (14) consecutive calendar days or an aggregate of twenty (20) calendar days.**

*Cash Transfers* – Students with **legal settlement in another corporation** who are enrolled and attending school in your corporation based on an agreement under which the **parents** will pay transfer tuition to your corporation.

*State Obligations* – Students who are enrolled and attending in your corporation and whose presence in your corporation is the result of one of the following state actions: (1) placement in an institution operated by the division of disability, aging, and rehabilitative services or the division of mental health that is located in your corporation, or (2) placement by the division of disability, aging, and rehabilitative services or the division of mental health in an institution, a public or private facility, a home, a group home, or an alternative family setting that is located in your corporation. This type **also includes** students who are enrolled and attending school in your corporation who are children of state employees living on state property. **Do not include** students who are placed in your school corporation by parents, by Indiana county welfare offices, Indiana courts, or Indiana licensed child-placing agencies, or by governmental entities from another state.

*Placements In* – Students who are enrolled and attending school in your corporation as a result of a placement by Indiana county welfare offices, Indiana courts, Indiana licensed child-placing agencies, or by a parent or guardian in a state licensed private or public health facility, child care facility, or foster home that is located in your corporation. **Their placement in your corporation is for non-educational reasons.**

*Dual Enrollment* – Students, who are enrolled in your public school and a nonpublic school, have legal settlement in your corporation and receive instructional services from the corporation. (Amendment P L 93 for IC 21-3-1.6(d) changed the definition of ADM to determine dual enrolled students.)

All reports submitted through the STN Application Center or the K-12 site from the DOE homepage should be printed, signed and sent to the Division of School Finance as soon as they are complete. For Charter Schools, be sure that the DOE SR (Student Residency Report) is in balance with your DOE ME submission. The 30A (Vocational Education) report must be printed landscaped or the last column (dual enrollment) will be missing on the report and will not fulfill your requirement for a signed accurate hard copy submission of the report.

If you have questions please call our toll free number 866-234-1414 or locally at 317-232-0840.

